United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 11/23/01
Instruction Memorandum **No. CA-2002-010**
Expires: 09/30/2003

To: All California Employees, Contract Workers, and Volunteers

From: State Director

Subject: Federally Required Information Technology Security Awareness Training

In accordance with WO Instruction Memorandum No. 2002-020, all employees, contract workers, and volunteers who use Information Technology (IT) equipment are required to attend IT Security Awareness training annually. If you are new to BLM, the training must be completed within the first 60 days, and annually thereafter.

To facilitate the training for FY 2002, a web-based IT security training course has been developed and will be available through the BLM National Training Center website. Taking a few hours to complete the online course will meet your FY2002 security training requirement. You may register in a few minutes on the NTC website and will be emailed detailed instructions the next day.

The registration process is straightforward if you come prepared with your office address, email address and phone number, as well as your supervisor's email address. Begin by opening your Netscape Communicator (the Navigator) and opening the NTC webpage at http://www.ntc.blm.gov. Select the tab to Register for a Course. Complete the top portion of the form with your personal information. The training number is a unique number for NTC training. Click the link to look it up, then click " Back" to return to the form. The course name is "IT Security, You Are the Key", the Course Number is 0240-01, the Class Date is 10/01/2001, and the Registration ID is 4733. Do not place an entry in "Special Needs" unless you will have problems working online from your computer workstation. Check yes for "Supervisory Concurrence and place your supervisor's email address, followed by a comma and cmccoy@ca.blm.gov (your California IT Training Coordinator's email address).

After submitting your registration from the website, you will see a "Form Processed!!..." statement and you will receive your detailed course instructions by email the next day. If you are not successful with the registration, or do not get the detailed instructions by email, or have other questions contact Chuck McCoy, California IT Training Coordinator by email or at 916-978-4543.

Signed by: Authenticated by:
James Wesley Abbott   Richard A. Erickson
Associate State Director   Records Management